

Minutes of the meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System held Friday, July 19, 2013 at the hour of 9:30 A.M. at 1900 W. Polk Street, in the Second Floor Conference Room, Chicago, Illinois.

I. Attendance/Call to Order

Chairman Butler called the meeting to order. For quorum purposes, he appointed Board Chairman Carvalho as a substitute Member of the Committee.

Present: Chairman Hon. Jerry Butler, Board Chairman David Carvalho (substitute Committee Member) and Director Jorge Ramirez (3)

Directors Lewis M. Collens and M. Hill Hammock

Present

Telephonically: Director Dorene P. Wiese, EdD (1)

Absent: None (0)

Chairman Butler stated that Director Wiese was unable to be physically present, but was able to participate in the meeting telephonically.

Board Chairman Carvalho, seconded by Chairman Butler, moved to allow Director Wiese to participate as a voting member for this meeting telephonically. THE MOTION CARRIED UNANIMOUSLY.

Director Wiese indicated her presence telephonically.

Additional attendees and/or presenters were

Gladys Lopez – Chief of Human Resources
Ram Raju, MD, MBA, FACS, FACHE – Chief
Executive Officer

Elizabeth Reidy – System General Counsel
Deborah Santana – Secretary to the Board

II. Public Speakers

Chairman Butler asked the Secretary to call upon the registered speakers.

The Secretary called upon the following registered public speaker:

1. George Blakemore Concerned Citizen

III. **Report from Chief of Human Resources (Attachment #1)

Gladys Lopez, Chief of Human Resources, provided an update on the following subjects: 2013 Fiscal Year Vacancies Filled; Post Graduate / House Staff Update; Union Re-Calls; and Changes in Position Justification Committee / Recruiting. The Committee reviewed and discussed the information.

Director Hammock referenced the information on posting of positions in Taleo, provided on page nine of the presentation; he inquired whether reducing the number of postings and increasing the number of vacancies associated with each posting may give potential candidates who are making online inquiries of positions available the impression that there are fewer positions available. Ms. Lopez stated that the postings do not indicate the number of positions available under each posting; she stated that this subject would be further reviewed.

III. **Report from Chief of Human Resources (continued)

Board Chairman Carvalho, seconded by Chairman Butler, moved to accept the Report from the Chief of Human Resources. THE MOTION CARRIED UNANIMOUSLY.

IV. Action Items

A. Minutes of the Human Resources Committee Meeting of May 24, 2013

Board Chairman Carvalho, seconded by Chairman Butler, moved to accept the minutes of the meeting of the Human Resources Committee of May 24, 2013. THE MOTION CARRIED UNANIMOUSLY.

B. Any items listed under Sections IV and V

V. Closed Session Items

- A. Discussion of personnel matters**
- B. Update on labor negotiations**
- C. Discussion of litigation matters**
- D. **Report from Chief of Human Resources**

The Committee did not recess the regular session and convene in closed session.

VI. Adjourn

As the agenda was exhausted, Chairman Butler declared the meeting ADJOURNED.

Respectfully submitted,
Human Resources Committee of the
Board of Directors of the
Cook County Health and Hospitals System

XXXXXXXXXXXXXXXXXXXXXXX
Hon. Jerry Butler, Chairman

Attest:

XXXXXXXXXXXXXXXXXXXXXXX
Deborah Santana, Secretary

Cook County Health and Hospitals System
Human Resources Committee Meeting Minutes
July 19, 2013

ATTACHMENT #1



Human Resources Committee Meeting

July 19, 2013

2013 Fiscal Year Vacancies Filled (breakdown by Hiring Initiative)

- A total of 397 vacancies filled through July 15, 2013
 - 106 Cermak
 - 62 Joint Commission
 - 53 Other (Includes 15 Direct Appointments)
 - 73 PJC
 - 103 Waiver

For comparison purposes, we filled 346 vacancies in Calendar Year 2012

Post Graduate / House Staff Update

- A total of 116 (out of 121) Post Graduates (PGs) have been processed:
 - 102 began between 07/01/13 and 07/05/13
 - 14 began between 07/08/13 and on 07/16/13

5 candidates have not been processed

- *2 candidates have items / documents pending*
- *3 candidates have not begun the employment process; they are still out of town*

Post Graduate / House Staff Update

- In order to process the new 2013 PGs, the following work was performed:
 - 123 separations (2011 & 2012 PGs)
 - 18 promotions (2012 PGs – from PG1 to PG2)
 - 236 step increases (2011 and 2012 PGs)
 - 126 vacation accrual corrections / adjustments were processed (2012 PGs).

This manual process occurs annually because the vacation accruals for the PGs are front loaded as of their date of hire.

Union Re-Calls

- Our Union Partners have been notified of our intent to hold re-call meetings at the end of July / beginning of August.
- Goals are:
 - Return employees to work;
 - Fill vacancies;
 - Exhaust the re-call lists; and
 - Expedite the posting process by not having to submit RTH packets to Labor for re-call

Union Re-Calls

- There are a total of 109 employees on re-call lists:
 - NNOC: 9 (6 OFHC; 1 PHCC; 2 JHSH)
 - AFSCME: 36 (14 laid off / 22 were displaced into a lower graded position)
 - FOP: 8
 - SEIU: 156 total (62 laid off / 94 were displaced into a lower graded position)
 - Local 200: 0
 - LPNA: 0

Union Re-Calls

- We have been working with Budget to finalize the vacancy list
- We will submit the list of union vacancies to our union partners no later than early next week
- We will provide our union partners with over 300 union vacancies
- Anticipate the process will be completed by the end of August 2013

Changes in PJC / Recruiting

- We are working to get the backlog of positions that were approved through PJC posted in Taleo
- Dr. Shannon is spearheading the charge to get the organization and our Hiring Managers to take a more strategic approach towards our recruiting and posting efforts by:
 - Looking at data such as vendor contracts to determine where we need to replace agency staff with CCHHS employees and create a timeline for implementation

Changes in PJC / Recruiting

- In mid-to-late August 2013 (after completion of our re-call process) CCHHS will take a more strategic approach to our recruiting efforts in areas where we have high vacancies and/or anticipate year end resignations and retirements such as Nursing
- Rather than post many positions in Taleo, we will reduce the number of postings and increase the number of vacancies we associate with each posting

Changes in PJC / Recruiting

- For example: 150 RN Vacancies will equate to 7 postings:
 - 1 Posting for 50 Registry RN vacancies
 - 1 Posting for 50 Med/Surg RN vacancies
 - 5 Postings for 50 various Critical Care RN vacancies
 - * Critical Care
 - * Critical Care Manager
 - * OR / PACU
 - * NICU
 - * ED
- We are coordinating an Open House / Job Fair on site at CCHHS for mid-to-late August to focus on RNs and Clinical Vacancies



Closed Session

July 19, 2013